Membership Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Magazine Name]

[Magazine Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request the cancellation of my membership for [Magazine Name], effective immediately. My membership details are as follows:

Membership ID: [Your Membership ID]

Name: [Your Name]

Email associated with the account: [Your Email]

While I have enjoyed my subscription, I have decided not to continue with it at this time. Please confirm the cancellation of my membership and ensure that no further charges are made to my account.

Thank you for your assistance.

Sincerely,

[Your Name]